

## FAQs GPs on Community Drugs chart for recording drug administration

### Q1. Do I need to complete a community drug chart for a patient needing district nurse support for its administration?

No. There is no requirement to have a written drug chart signed by the prescriber in the community setting as the legal prescription is the signed FP10 for the medication to be dispensed.

### Q2. Do district nurses need a drug chart for the record of administration?

A record of drug administration is required but this can be transcribed by district nurses themselves. The Royal College of Nursing (RCN) in their guidance, [Medicines Management](#), published January 2020, defines transcribing as “the copying of previously prescribed medicines details to enable their administration”. It states that there is a difference between prescribing and transcribing and that transcribing “can only be used to make an exact copy of medicines that have already been prescribed. e.g. patient’s own medicines that have been prescribed and dispensed by a pharmacy can be transcribed on to a Drug Administration Record so that their administration can be recorded by the health professional administering them”. Nurses are allowed to transcribe the instructions from the FP10 or the dispensed medication label to the Drug Administration Record to sign on administration. There is no requirement for this chart to be completed by or signed by the prescriber. This process has been approved and agreed with PROVIDE.

Provide’s Drug Administration Record for Community Nursing states:

“Completion of this card by a registered nurse is classed as transcribing. Names of drugs, dose, route and frequency must be checked from original prescription [e.g. Discharge Summary/ FP10/Dispensed Medication]”

Prescribers should ensure that the FP10 has accurate full dosing and administration instructions which can be written on to the label when dispensed, to enable the item to be transcribed. Avoid saying “as directed” or “2-3 months” – be specific with the dose, frequency and route.

Examples:

Hydroxocobalamin 1mg injections	1mg via intramuscular injection, initially 1mg three times a week for 2 weeks, then 1mg every 3 months
Eye drops	1 drop into each eye in the morning

For further guidance please refer to Provide Transcribing Policy and Standard Operating Procedure